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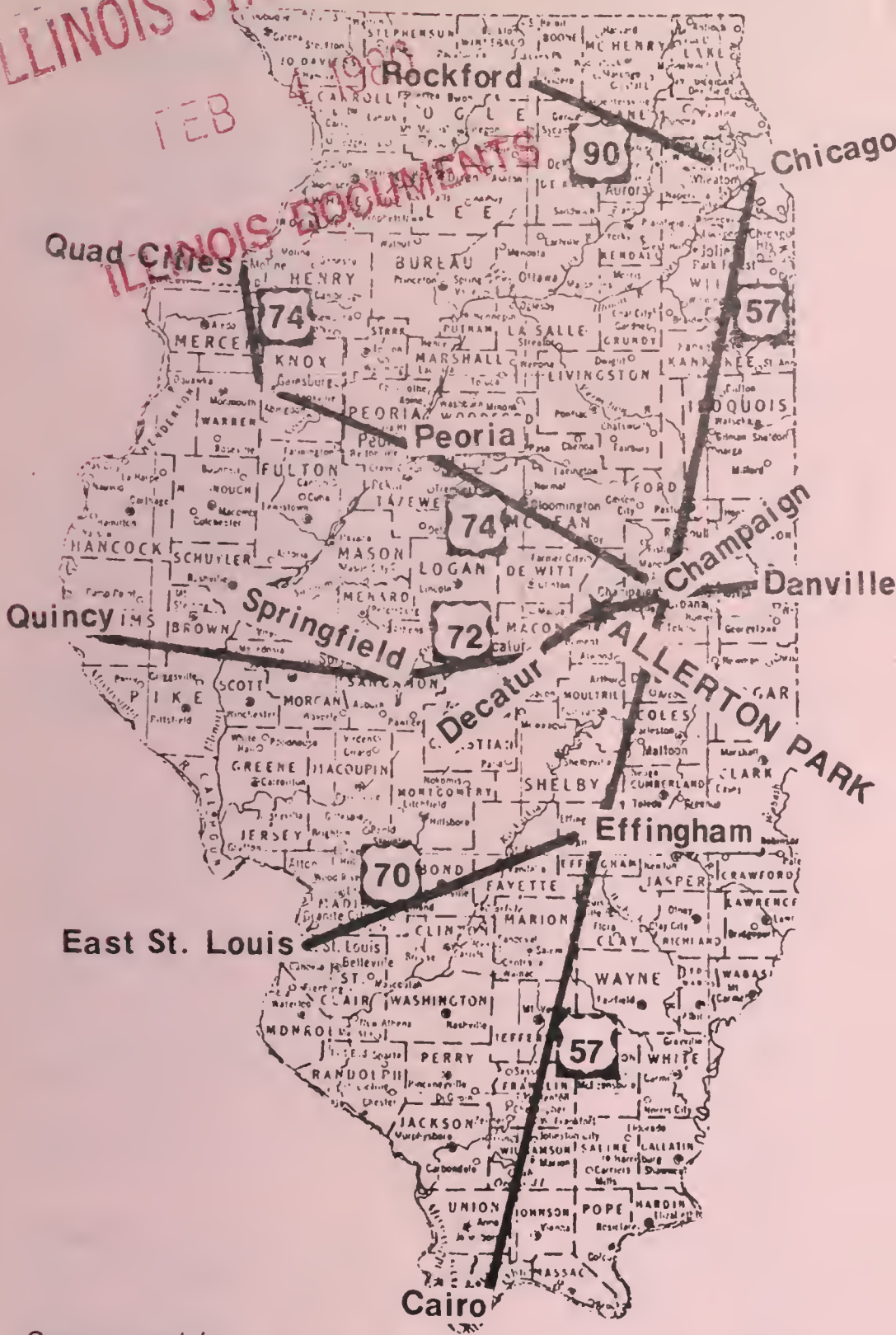
# Announcing . . . THE EIGHTH ANNUAL

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## EXECUTIVE DEVELOPMENT PROGRAM FOR PUBLIC ADMINISTRATORS

(formerly called Administrative and  
Organizational Behavior Program for  
Public Administrators)

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Sponsored by:

DIVISION OF EMPLOYEE DEVELOPMENT  
Illinois State Department of Personnel

Open to: State, Municipal and County Administrators

"The Intergovernmental Personnel Act is designed to improve the quality of American government at all levels, with particular emphasis on strengthening state and local governments...." (IPA, 1970)

## **Program Purposes**

1. To provide State and Local Executive/Management staff an opportunity to reexamine the fundamental tools of management while exploring the latest concepts of behavioral motivation and lay a solid foundation for further development of managerial skills.
2. Foster improved intergovernmental cooperation by increasing the mutual understanding of participants from state and local levels of government.
3. Enhance the development of working relationships among governmental officials and the faculties of various universities throughout the state through initial interactions in executive development seminars.

## **Program Information**

1. The programs will be conducted by the Division of Employee Development (State Department of Personnel). In addition, guest speakers will be invited from universities and/or other organizations.
2. Each of the 8 programs will be four and one-half days in length, with a maximum of 30 participants.
3. Program costs (including tuition) are partially funded under IPA. Participants pay only travel, personal expenses and \$109.99 for food and lodging (taxes included) at Allerton Park, based on two or more persons per room. Single rooms, when available, cost an additional \$28 for the week. Charges may be paid by personal check or billing procedure authorized by your organization.  
(We cannot assume responsibility for any subsequent adjustment in charges.)
4. Participants should plan to arrive no later than 10:00 a.m. Monday since the program starts at 11. On Friday the seminar adjourns about 1:30 p.m. to allow driving time for those residing in distant parts of the state.

**Important:** Registrants who give no notification and fail to attend will be billed for the total cost

(see opposite). Accepted registrants who cannot attend should notify the Dept. of Personnel at least a week before the seminar begins.

## Program Content

A manager's effectiveness is largely measured by his ability to deal with peers, develop the capabilities of subordinates and maintain productivity. These programs examine the nature of the managerial function and explore the fundamental tools managers must acquire proficiency in if they are to function effectively, while placing particular emphasis upon an integration of these concepts with those for the behavioral motivation of subordinates.

Typical Subject Areas: (Flexible to permit incorporation of new developments and to respond to participant needs.)

- Principles of Management
- Management Planning
- Organizing for Results
- Problem Analysis and Solving
- Implementing and Controlling Plans
- Measurement and Evaluation
- Human Resource Management
- Effective Interpersonal Communications
- Behavioral Motivation
- Building and Leadership Environment
- Maximizing the Organization Team

Development of understanding in such areas will be accomplished largely through role playing, case analysis and group activities. Participants will be encouraged to raise those problems which they are encountering in their own organizations and which they deem relevant and appropriate.

## Dates of the 1980 Executive Program

Conference No.

Dates

1	March 24 - March 28, 1980
2	April 28 - May 2, 1980
3	May 19 - May 23, 1980
4	June 23 - June 27, 1980
5	July 28 - August 1, 1980
6	August 25 - August 29, 1980
7	September 8 - September 12, 1980
8	December 1 - December 5, 1980





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## Allerton Park

The Executive Development Program utilizes the facilities of the University of Illinois' Robert Allerton Park, located five miles west of Monticello, Illinois and two miles south of the new Interstate 72. It is approximately midway between Champaign and Decatur.

Allerton House is a spacious mansion situated in a wooded area of 1,500 acres. There are both paved roads and nature trails leading to many points of interest within the park. A road and trail guide may be obtained free of charge at Allerton's registration desk. Photography buffs will find the gardens, statuary, ponds and structures interesting material for snapshots.

Participants should use only the visitors parking area conveniently situated near the mansion and Evergreen Lodge, both of which are used for room assignments. Those with ambulatory impairment should notify Allerton House by telephone (217/762-7011) to obtain lodging in the mansion requiring no stairs and access to the main door via Gatehouse Drive.

The facility has a reputation for the excellence of its cuisine and participants are requested to observe the dining hours which will be announced. Informal attire is recommended.

Please bear in mind that a registrant who fails to appear prevents someone else from attending. If you find you must cancel, kindly notify us promptly.

For further information please write or call:

Fred Anderson or Freda Davenport  
Department of Personnel  
Division of Employee Development  
William G. Stratton Building, Room 504  
Springfield, Illinois 62706  
217/782-4896 or 782-6442

To insure enrollment return as soon as possible

**To the Applicant:** Please provide registration information required below. Type or print legibly. A copy of this form will be returned to notify you of action taken.

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Title \_\_\_\_\_ Tel. No. \_\_\_\_\_ / \_\_\_\_\_

Indicate Executive Program you prefer to attend:

1st choice (dates) \_\_\_\_\_ 2nd choice (dates) \_\_\_\_\_

I have read the conditions for registration and the penalty for non-attendance if prior notification is not given.

Your signature \_\_\_\_\_ Date \_\_\_\_\_

(This section for office use only.)

☐ You are accepted and registered in the seminar of your choice.

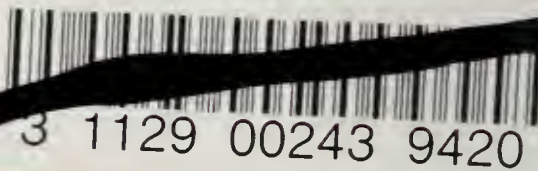
☐ We are sorry but the seminar was filled prior to receiving your application.

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